

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
OFFICE OF THE COMMISSIONER

EMPLOYMENT OPPORTUNITY

INFORMATION TECHNOLOGY ANALYST 2 - #OC23563

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current exam list for Information Technology Analyst 2.

Location: 410 Capitol Avenue Hartford, CT 06106

Job Posting No: OC23563

Hours: Monday - Friday 8:30am to 4:00pm, Full-time, 35 hours per week

Salary Range: \$70,642.00 - \$89,522.00

Closing date: November 11, 2013

Eligibility Requirement:

Candidates must have applied for and passed the Information Technology Analyst 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

DUTIES INCLUDE This position is primarily responsible for technical support and administration of DMHAS enterprise applications and reporting tools. Performs services related to application analysis and support of the user's needs and the leadership's business requirements. Will be responsible to complete the following tasks: Analyze, develop specifications for software functionality to meet specific business needs within DMHAS's healthcare environment; Collaborate with vendors, systems developers, leadership and the user community to analyze efficient business processes; Develop standard business practices for system administrators and users; Evaluate business needs for report, screen, and form designs in collaboration with administrative and clinical staff; Provide training for both administrative and end user roles in use of application and report functionality; Troubleshoot complex software issues and collaborate on solutions; Create test files and test application and report functionality. Act as point of contact to provide basic support DMHAS applications; Create and manage user accounts for application end users.

Knowledge, Skills & Abilities: - Excellent written and verbal skills; Ability to follow the SDLC, (Waterfall), Software Development Methodology; Working knowledge of Microsoft Sharepoint is a plus; SQL experience desired.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Human Resources 4th Floor

410 Capitol Avenue,

Hartford, CT 06106

Fax: (860) 418-6697

Edra.Knight@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **(P-4)**